



OCT 03 2018

PPA Memorandum Circular
Number 20 - 2018

TO : The Port Managers
The RC Heads Concerned
All Shipping Lines/Shippers/Consignees
All Cargo Handling Operators
And All Other Port Users Concerned

SUBJECT : Amendments to PPA Memorandum Circular No. 01-2018

1. Objective

To amend certain provisions of PPA Memorandum Circular No. 01-2018 entitled "Amendments to PPA Memorandum Circular No. 07-2016 entitled "Procedural Guidelines on the Claims for Refund" (hereafter, the "Guidelines")

2. Amendments

The following provisions of PPA Memorandum Circular No. 01-2018 are hereby amended:

5.2. Refund of P1.0 Million and below

- 5.2.1. Upon receipt of the request for refund, the PMO endorses the request to PMO Port Services Division to review its propriety and legality based on existing tariff regulations and other pertinent guidelines.
- 5.2.2. After review by the PMO Port Services Division, PMO Finance Division confirms the issuance of the supporting Official Receipts and forwards the request to the Port Manager for his endorsement to the AGM for Operations thru Commercial Services Department.
- 5.2.3. Commercial Services Department confirms the validity of the claim, the correctness of the computed amount and the completeness of supporting documents and endorses to AGM for Operations for his recommendation to approve or disapprove the request.
- 5.2.4. The AGM for Operations endorses his recommendation, thru Treasury Department, to the AGM-Finance and Administration for his approval.

- 5.2.5. Upon receipt of endorsement, Treasury Department confirms the authenticity of Official Receipts, verifies the unpaid accounts and prepares the Approved Claim for Refund.
- 5.2.6. The AGM-Finance and Administration signs the Approved Claim for Refund
- 5.2.7. Treasury Department prepares Credit Memo or Notice of Cash Transfer based on the Approved Claim for Refund. The said documents, supported with the Original Copy of the Approved Claim for Refund will be forwarded to the PMO where the claim was filed.
- 5.2.8. The PMO Finance Division releases the Credit Memo or Check to the port customer concerned upon verification and offsetting of its outstanding accounts with PPA.
- 5.3. Refund of Over P1.0 Million (formerly 5.4)
 - 5.3.1. Upon receipt of the request for refund, the PMO endorses the request to PMO Port Services Division to review its propriety and legality based on existing tariff regulations and other pertinent guidelines.
 - 5.3.2. After the review by the PMO Port Services Division, PMO Finance Division confirms the issuance of the supporting Official Receipts, and forwards the request to the Port Manager for his endorsement to the AGM for Operations thru Commercial Services Department.
 - 5.3.3. Commercial Services Department confirms the validity of the claim, the correctness of the computed amount and the completeness of supporting documents and endorses to AGMs for Operations and Finance and Administration for their recommendation to approve or disapprove the request.
 - 5.3.4. Xxx xxx xxx
 - 5.3.5. Xxx xxx xxx
 - 5.3.6. The General Manager signs the Approved Claim for Refund.
 - 5.3.7. Treasury Department prepares Credit Memo or Notice of Cash Transfer based on the Approved Claim for Refund. The said documents, supported with the Original Copy of the Approved Claim for Refund will be forwarded to the PMO where the claim was filed.
 - 5.3.8. Xxx xxx xxx

3. **Repealing Clause**

All other provisions of PPA Memorandum Circular No. 01-2018 entitled "Amendments to PPA Memorandum Circular No. 07-2016 entitled "Procedural Guidelines on the Claims for Refund" (hereafter, the "Guidelines") or parts thereof, to the extent that the same are in conflict or inconsistent herewith, are deemed amended, modified or repealed accordingly.

4. **Effectivity**

This Memorandum Circular shall take effect 30 days after its publication in a newspaper of general circulation and a copy filed with the University of the Philippines Law Center.


JAY DANIEL R. SANTIAGO
General Manager

Published in the Philippine Star - October 10, 2018

Effectivity Date November 9, 2018